

# Compiling your ePortfolio

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# Step 1 - Need to understand www

- W – what is an ePortfolio?
- W – why you need an ePortfolio?
- W – when you will use your ePortfolio?

THEN

- How you will compile your ePortfolio

# *A portfolio of digital evidence about you, owned and managed by you*

- structured and stored in a way that enables the evidence to found presented or shared with others [teachers, parents, peers, potential employers/HE/Training providers];
- the evidence stored could include:
  - your plans and targets
  - the progress that you have made against your targets
  - achievements
  - your learning experiences
  - your aspirations - what you want to do, work as etc
  - your reflections and thinking on what you have done/achieved etc
  - examples of your best work
  - evidence of your competency

# Why should you have an ePortfolio?

*No point having an ePortfolio unless there is something in it for you.*

an ePortfolio will:

- Provide a record of what you have done – much more than a CV - easy to find evidence including multimedia evidence
- Help you to become a better learner - encourage you to take an active part in your own learning – encourage reflection, planning and dialogue about learning
- Raise your self esteem – by looking back at what you have done, learnt or achieved you will develop a more positive image of your abilities – you will develop a positive can do approach to future things that you do
- Support your progression onto the next stage of your life-long learning and give you a 'presentational' or self-marketing portfolio
- Provide somewhere for you to store evidence to support assessment processes

# What other students think - *“How my ePortfolio has helped me”*(2006)

- *“It helped me realise what I had achieved/done”*
- *“It helped me think of things that will help me get the job I want”*
- *“It helped me draw everything I have done during the year together”*
- *“It helped me focus on my skills and qualities and what could be improved”*
- *“It helped me to put career plans and targets into perspective”*
- *“It has improved my presentation and computer skills”*
- *“It has helped me place all my evidence together”*
- *“It helped me to realise which skills I have, and those which I need to develop”*
- *“It helped me to analyse my year and it's events”*
- *“It has helped me build on the skills I need for my future job and will help me when doing future interviews”*

# When and How?

Need to understand:

- The ePortfolio process and how it fits in with what you already do
- What you will include in your ePortfolio
- When you work on/add things to your ePortfolio
- When and for what purpose you will need to use or present your ePortfolio

# As a learner - What do you do now?

- Research *things*
- Listen, read, write, draw and design *things*
- Practice reading, writing, drawing, designing and making *things*
- Problem solve

## ***THEN***

**DO** Course work projects or investigations

Plan

Do

Review

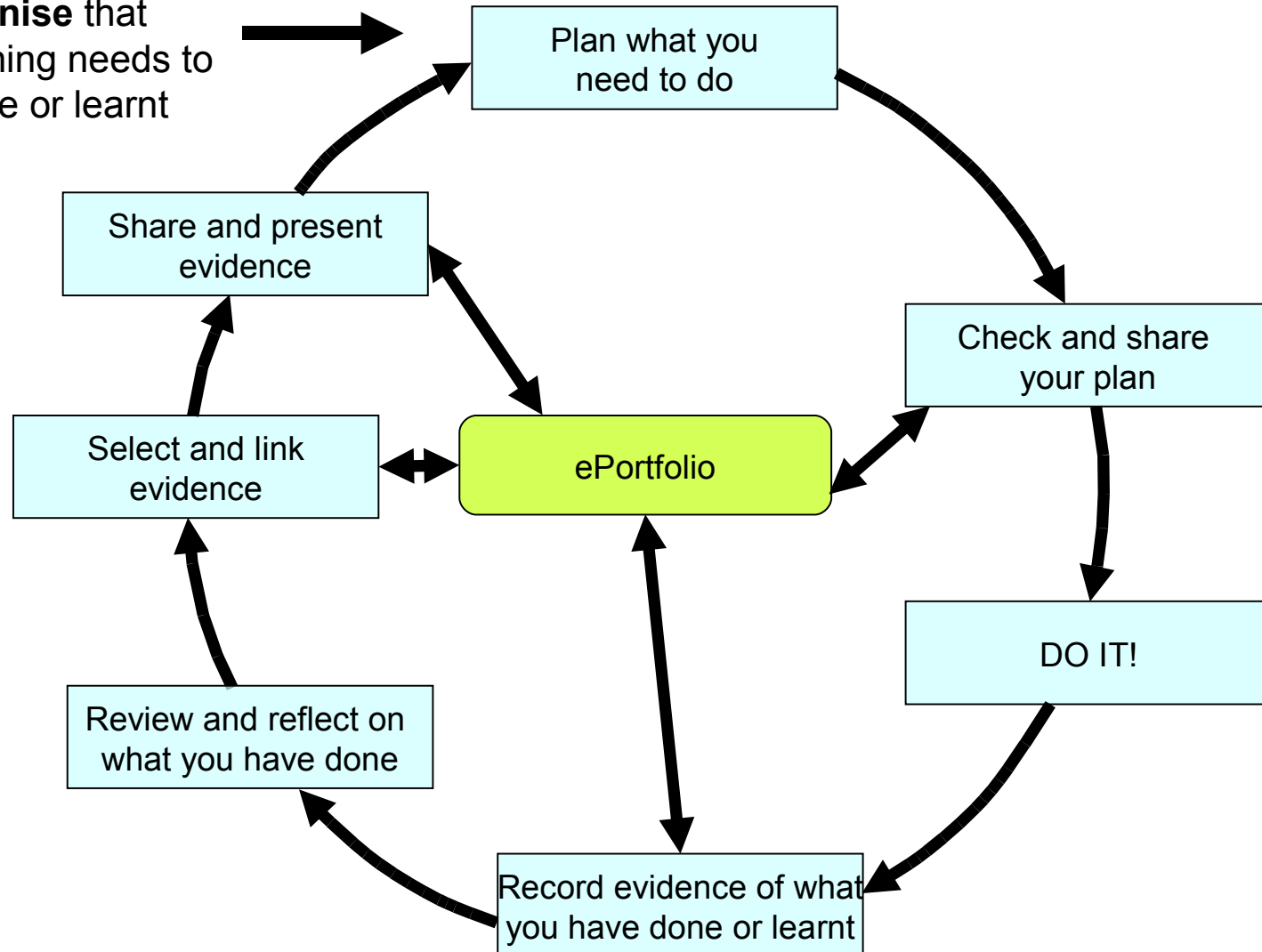
# What? - the ePortfolio Process

- **Recognise** that something needs to be done or learnt
- **Plan** how to do it or learn it
- Check and **share** plans
- **Do** it or learn something
- **Collect** digital evidence what has been done or learnt
- **Review** and reflect on what has been done or learnt
- **Select** evidence that will add something to the ePortfolio
- **Link** selected evidence into ePortfolio structure
- Share and **present** evidence of plans, learning and achievement



# What? – the ePortfolio Process

**Recognise** that something needs to be done or learnt



# When will I compile my ePortfolio?

- Every lesson, *every time you are working on an assignment or investigation*
- Outside of school
  - member of a sports team + coaching awards
  - drama productions
  - part time job
  - Volunteer for community work
  - Duke of Edinburgh award schemes etc
- two examples Work in a subject
  - Geography
  - Target setting meeting

# Working in a Geography lesson

- You have been asked to write a report on the environmental impact of tourism on a local village
- You have completed an Action Plan to enable you to complete the assignment by a given date
- You have decided to include a litter survey and have collected survey data and attempted to analyse
- You have written your report on a word processor and analysed your data using a spreadsheet
- You have linked your report into your ePortfolio and have included your reflections on:
  - What you have learnt
  - The quality, relevance and completeness of your report
  - How you collected analysed your data
  - How you managed your time and work load
  - What you will do differently the next time you work on an assignment

# towards the end of the assignment

- You will sit down with your teacher and use the evidence in your ePortfolio to share and discuss your reflections on:
  - The progress you have made against the targets that you agreed after your last piece of work
  - What you have learnt
  - The quality, relevance and completeness of your report
  - How you collected analysed your data
  - How you managed your time and work load
  - What you will do differently the next time you work on an assignment
- You will agree targets that will help you with your next assignment
- You will include these targets in your ePortfolio

# Target setting review meeting

- You will be asked to attend a meeting with your Tutor to review the progress that you are making.
- For this meeting your ePortfolio will need to store:
  - Your plans from your previous review meeting
  - Your Working at Levels for all subjects
  - Your Target Level for all subjects
  - Your Effort Grade for all subjects
  - The most challenging work you have done
  - Personal reflections on your achievements and and progress
  - your plans for the next few weeks
- This information must be stored in your ePortfolio before the review meeting.

# In the review meeting

- Your Tutor will want you to look back at the plans you agreed at your previous review meeting and discuss whether you have followed your plans
- Your Tutor will want to compare your target grades with your 'working at' grades for all subjects. They will be interested in your personal reflections about:
  - why you are meeting or beating your targets
  - Why you are not meeting your targets
  - What additional support you might need
  - What feedback and advice your teachers have given you
  - What you have enjoyed
- Your Tutor will then want you to discuss your plans and targets that might include:
  - how you will work during the next few weeks – effort level, where you will work etc
  - How you will access additional support
  - what subjects you will concentrate on
  - how you will handle homework
- **After the meeting** you will need to think about what has been discussed and will need to update your ePortfolio so that includes your latest plans

# End of year review meeting

- Competency based interviews – a Separate Podcast